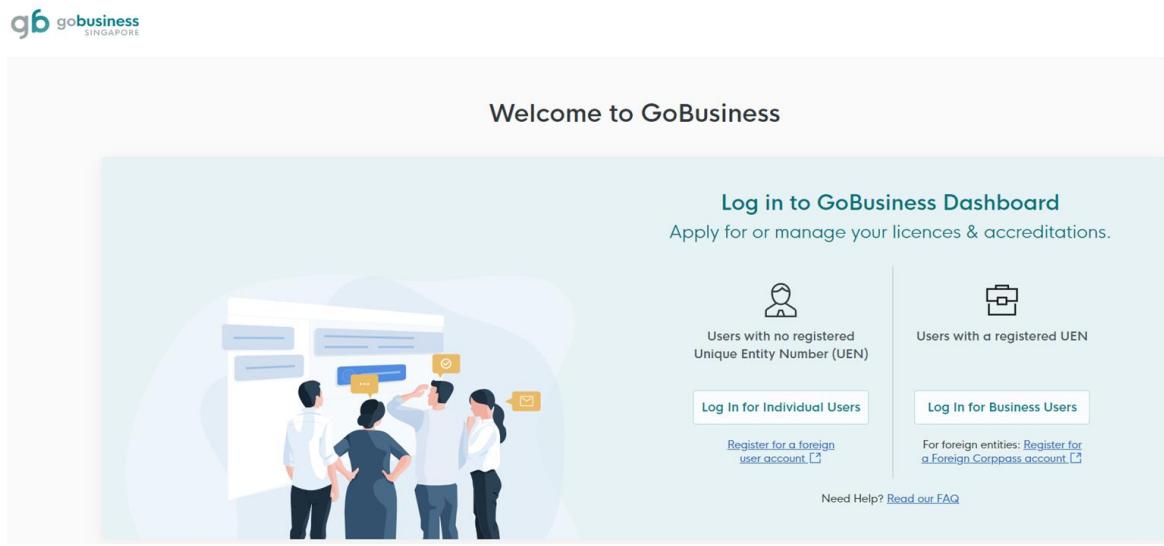


## Vocational Licence (VL) Cancellation User Guide

### Things to note:

- 1) Please ensure that you have selected to cancel the correct type of VL. Once a VL cancelled, it cannot be reinstated.
- 2) After your VL is cancelled, if you would like to hold a VL again, you would need to apply afresh.

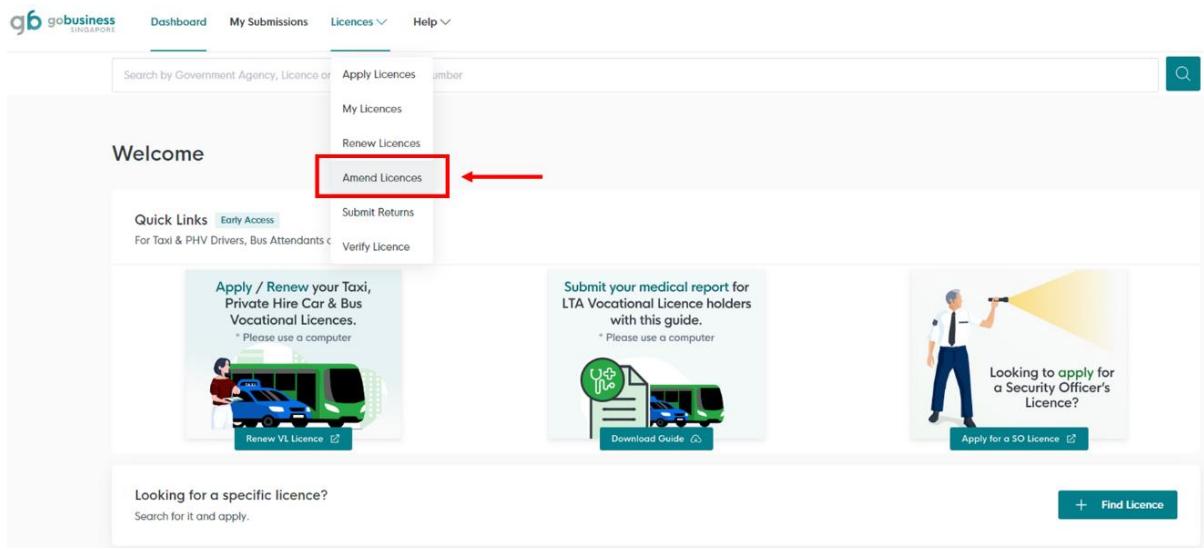
**Step 1:** Visit GoBusiness (GB) Portal ([www.gobusiness.gov.sg](http://www.gobusiness.gov.sg)) and login with your SingPass or Login ID.



**Step 2:** Upon successful login, under “Dashboard”, scroll down to “My Licences” and click on “Active” in the dashboard.



Alternatively, you may go to “Licences”, and click “Amend Licences”.



gobusiness SINGAPORE

Dashboard My Submissions Licences Help

Search by Government Agency, Licence or Number

Apply Licences

My Licences

Renew Licences

Amend Licences

Quick Links Early Access

For Taxi & PHV Drivers, Bus Attendants & c

Submit Returns

Verify Licence

Apply / Renew your Taxi, Private Hire Car & Bus Vocational Licences.

Renew VL Licence

Submit your medical report for LTA Vocational Licence holders with this guide.

Download Guide

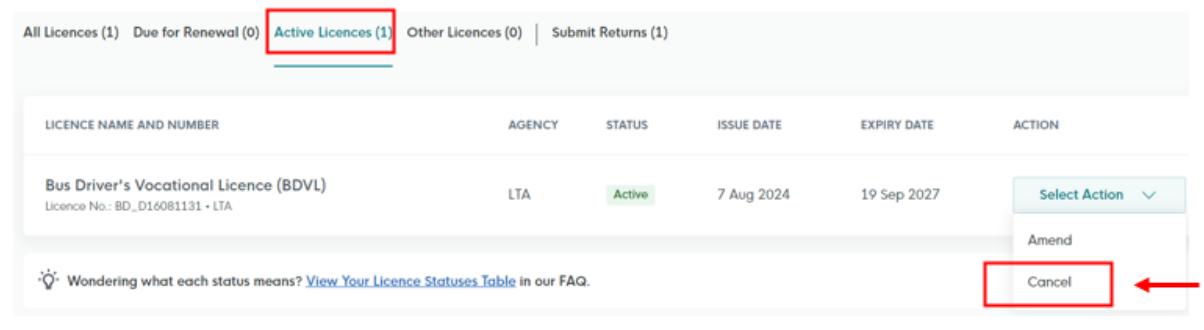
Looking to apply for a Security Officer's Licence?

Apply for a SO Licence

Looking for a specific licence? Search for it and apply.

+ Find Licence

**Step 3:** Under “Active Licences” tab, click “Cancel” under “Select Action”.



All Licences (1) Due for Renewal (0) Active Licences (1) Other Licences (0) Submit Returns (1)

LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Bus Driver's Vocational Licence (BDVL) Licence No.: BD_D16081131 - LTA	LTA	Active	7 Aug 2024	19 Sep 2027	Select Action

Wondering what each status means? [View Your Licence Statuses Table](#) in our FAQ.

Amend

Cancel

**Step 4:** Ensure that you are cancelling the correct VL type.

You are applying to cancel **Bus Driver's Vocational Licence (BDVL) (LTA)**

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

⌚ Estimated 20 mins to complete

**Step 5:** Under “Applicant Detail”, please select your salutation.

## Applicant Detail

### Salutation

Select



### Name

Default User

### ID Type

NRIC

### ID No.

[REDACTED]

### Email

[REDACTED]

### Contact Number

+65 [REDACTED]

**Step 6:** Click “Application Details” to proceed.

### Address

#### Postal Code

[REDACTED]

 Retrieve Address

#### Block/House No.

[REDACTED]

#### Street Name

[REDACTED]

#### Floor/Level (Optional)

[REDACTED]

#### Unit (Optional)

[REDACTED]

#### Building Name

[REDACTED]

 Reset Address

Save Draft

Application Details →

**Step 7:** Check on the VL to cancel.

## Vocation Licence Type

Cancellation for



Bus Driver's Vocational Licence (BDVL)

**Step 8:** Select the reason for VL cancellation. If “others” is selected, please elaborate on the reason for cancellation. Click “Review Form” to proceed.

### Cancellation

#### Reason for Cancellation

This is to certify that the above selected vocational licence will be cancelled for the following reason (as indicated):

- Give up the vocation
- Give up due to health
- Others

If others, please specify

← General Information

Save Draft

Review Form →

**Step 9:** Review your details provided under “Review Form”. Once done, click on “Declaration”.

← Back to Edit

Declaration →

**Step 10:** Read through the declaration. Check on the declaration box and click on “Submit” to proceed with VL cancellation.

STEP 4

## Declaration

Please scroll to read and acknowledge the following clauses.

### General Declaration

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.



I hereby declare that all of the above is true.

[← Review Form](#)

[Submit →](#)



**<<End>>**